

USDA- Iowa Rural Development *INTERNSHIP* Program

The United States Department of Agriculture – Rural Development – Iowa – encourages the use of internships to provide hands-on experience working for our agency and open doors to students interested in public service. Interns will gain knowledge and experience about how valuable they can be to developing rural communities. Real world activities will help to support and reinforce connecting classroom activities. In addition, the interns will experience employment with the federal government, which may lead to a career choice with us or another agency.

<i>Academic Majors Compatible with RD Internship Program</i>
Business/Computer Science
Community & Regional Planning
Public Administration
Political Science
Journalism/Communication Studies
Marketing/Public Relations
Engineering
Human Relations/Psychology

Overall Snapshot of RD Internship/ Student Employment Program

<i>Job/Area Emphasis (click on emphasis area to go to job description)</i>	<i>Location</i>	<i># interns</i>	<i>Time Frame</i>	<i>Job Description</i>
<u>Public Information</u>	Des Moines	1	Fall semester Spring semester Summer	Write Rural Development success stories for use in a variety of media venues; miscellaneous public info tasks
<u>Business/Coop</u>	Tipton	1	Spring semester	Variety of underwriting and servicing tasks as well as delivery of technical assistance
<u>Business/Coop and Community Programs</u>	New Hampton/Waverly	1	Spring semester	Variety of underwriting and servicing tasks as well as delivery of technical assistance. Includes public information/success story writing.
<u>Engineering/Community Programs</u>	Des Moines	1	Summer	Assisting the State RD engineer in a variety of tasks.
<u>Housing</u>	Des Moines	1	Spring	Assist in underwriting direct and guaranteed single family housing
<u>Environmental</u>	Des Moines w/travel to other locations	1	Summer	Assist the State Environmental Coordinator in a variety of tasks
Business/Coop – Stay in School student	Des Moines	1	Fall semester Spring semester Summer	Assists the Business/Coop staff in a variety of clerical tasks.
<u>Human Resources – Stay in School student</u>	Des Moines	1	Fall semester Spring semester Summer	Assist the Human Resources manager in a variety of clerical tasks.

USDA Rural Development is an Equal Opportunity Lender, Provider and Employer. Complaints of discrimination should be sent to USDA, Director, OCR, Washington D.C. 20250-9410

Applicants should have achieved a minimum of sophomore status in their studies.

Interested students should send a letter of application and resume as follows:

Term	Applications due by	Approximate start work date
Fall semester	July 15	Start date is negotiable
Spring semester	November 15	Start date is negotiable
Summer	February 15	Start date is negotiable

Send information and direct questions to: Denise Toney, Human Resources Manager
873 Federal Building, 210 Walnut
Des Moines, Iowa 50309
Phone: 515-284-4696
Fax: 515-284-4859
E-mail: denise.toney@ia.usda.gov

An intern with USDA-RD in Iowa:

1. Must be enrolled for work experience **credit** in a college, university, or other post high school educational institution which provides a teacher/supervisor.
2. Will be **paid** for hours of work. Typical beginning pay level is GS-3 or approximately \$10/hour.
3. Preference is for **full time employment** or 40 hours per week. The work week shall be complimentary to and scheduled by the immediate supervisor. In the event of missed work, the supervisor shall be notified at once. If missed work is anticipated, the supervisor shall be notified with as much notice as practical.
4. Will have a minimum of one (1) day scheduled at the state office to better understand our agency and its operation. A discussion regarding item 5 will be held with the State Director.
5. Must submit his/her **goals** that he/she wishes to accomplish during the work experience.
6. Will be provided a variety of **workplace experiences** that will be scheduled individually for each intern as determined by his/her career goals.
7. Will be given the opportunity of visiting clients, other USDA agencies and other USDA-RD agency locations.
8. Shall prepare a **formal paper** evaluating his /her stated goals and submit to the Rural Development State Director at the conclusion of the internship.

An RD manager requesting consideration of an intern must provide a training outline which assists the agency in meeting the expectations of the intern and educational institution. The RD manager should also develop in the intern those characteristics desired by most employers.